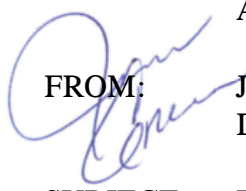




DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #28/06
June 16, 2006

TO: Agency Personnel Liaisons
Agency Personnel Representatives

FROM:  Jeanne Greene, Director
Department of Personnel

SUBJECT: Employee Overtime Profile Codes & New ESMT-A Forms

Employee Overtime Profile Codes

This July 2006 the Department of Personnel will begin utilizing a new field in the ADVANTAGE-HR system entitled *Overtime Profile*. This code will aid in determining the overtime threshold for each employee and ensure accurate overtime pay is calculated. Attached you will find a listing and description of the new *Overtime Profile* codes, which will soon be incorporated as an appendices to the IFS-HR procedures manual.

To populate this new field in the system, an automated process has been developed to code the maximum number of employees with the correct *Overtime Profile* code by using the corresponding *Work Cycle* code. However, agency review and correction of some employees will be required. The below table depicts the process:

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If Work Cycle Code =	Assign Overtime Profile
N1 thru N7 , S , & I (non-variable work cycles)	OP08 - O.T. over 8 hrs in a day
N1V thru N7V , SV , & IV (variable work cycles required to have signed variable workday agreement on file)	OP40 - O.T. over 40 hrs in a week
No Work Cycle match defaulted to OP40 requires agency correction (see below *)	OP53 – 24 hr. Firefighters O.T. over 53 hrs weekly
No Work Cycle match defaulted to OP40 requires agency correction (see below **)	OP80 – O.T. over 80 hrs. biweekly
D (elected officials paid daily rate)	Blank - Not Applicable

Note: Secondary Appointments will not be assigned an Overtime Profile code.

* If an employee is a firefighter who gets overtime over 53 hours weekly, the *Overtime Profile* code will need to be changed from OP40 to OP53.

** If an employee has signed the *Request for Variable 80-Hour Work Schedule* (TS-78A), their *Overtime Profile* code will need to be changed from OP40 to OP80.

To assist you through this process, Cynthia Martinez, Central Records Manager, will be providing via email early in the week of June 19th, a report from the ADVANTAGE-HR system listing the *Overtime Profiles* assigned to each employee. Agencies must review and indicate any required changes in the designated column on the worksheet. The completed worksheet is due back to Central Records by **July 3, 2006** and can be submitted via email, signed faxed copy, or signed hardcopy. Central Records staff will be responsible for keying the changes into the system.

If during the review process agencies identify incorrect Work Cycle codes, an ESMT-A must be completed to make the correction. The ESMT-A must use a July 3, 2006 *Effective Date*, with *Action Code* – AGCHG and be signed by the employee. Also, if the *Overtime Profile* must be changed, as well, please use the newly established *Action Code* - OPCHG (Overtime Profile Change). **Don't forget to include the appropriate variable work agreement form (TS78 or TS78-A) if the employee is changing to a variable work schedule.** Do not enter these transactions into ADVANTAGE-HR. Central Records staff will be responsible for keying these initial changes. However, for employees that require this type of change, please note "ESMT" in the change column of the worksheet discussed above.

Beginning Pay Period 02, agencies will be required to enter the *Overtime Profile* code into ADVANTAGE-HR when processing new/changed actions. The field agencies will key the *Overtime Profile* code into currently is titled *FLSA Profile*, found on the *Assignment Attributes*

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tab of the ESMT screen. This field will not be renamed to *Overtime Profile* until the GUI release in October of 2006.

New ESMT-A Forms

During the week of June 19th Central Records will also be distributing updated ESMT-A padded forms. Once you have received the updated forms, please begin using them as of Pay Period 02 and destroy any remaining old ESMT-A stock. The new stock has been modified to include the Overtime Profile Code in the Overrides section. This field is a mandatory field to be filled out on all padded ESMT-A transactions just like the other fields in the Override area. Additionally, some important verbiage regarding employee signatures was removed in error during earlier revisions and is being reinstated as follows:

Certification and Signature: Required for all actions except where an employee has terminated service with the State and is not available for signature or for error corrections

If you have any questions, please do not hesitate to contact Cynthia Martinez, Central Records Manager, at (775) 687-9088 or cmartinez@dop.nv.gov, or your Central Records personnel representative below:

Kathy Brockway	775-687-9089	kbrockway@dop.nv.gov
Veronica Alegria	775-687-9086	valegria@dop.nv.gov
Tamara Holbrook	775-687-9087	tholbrook@dop.nv.gov

JG:sq

**DEPARTMENT OF PERSONNEL – IFS-HR
AGENCY APPENDICES**

Overtime Profile

These codes are used to place an employee into the correct Overtime profile. These codes are used in the Assignment Attributes/Overrides section of the ESMT-A.

CODES	DESCRIPTION	WHEN USED
OP08	Overtime over 8 hours in a day.	This code is used when an employee elects <u>NOT</u> to sign a variable workday agreement. No form is needed.
OP40	Overtime over 40 hours in a week.	This code is used when an employee elects to sign the Variable Workday Schedule Agreement. Form TS-78 is required.
OP53	24 hour Firefighters Overtime over 53 hours weekly	This code is used on those who are 24 hour firefighters who work more than 53 hours weekly. No form is required.
OP80	Overtime over 80 hours biweekly.	This code is used when an employee elects to sign the Variable 80-Hour Work Schedule Agreement. Form TS-78A is required.

Note: The first two characters of the Overtime Profile code are alphabetical and the second two characters are numeric.